How to Input Elementary Grades

(1-2) Social Studies and Science

*(Do NOT override scores for an entire class – see below)*

|  |  |
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| Click on (1-2) Social Studies and Science |  |
| Be sure you are on Scoresheet/  Assignments |  |
| Click the + to add an assignment |  |
| Fill in the assignment information  \*Make sure **Score Type** is set to **Letter Grade**  Click SAVE |  |
| Control Click on a cell for each student  From the menu touch Grades  Choose S, NI, U  \*Repeat this process for all assignments in a nine weeks. | Macintosh HD:Users:shannondavenport:Desktop:Screen shot 2012-08-03 at 1.42.13 PM.png |

*For those who are entering a single score each nine weeks to give as the final grade:*

1. *Do NOT Override final grades for an entire class.*
2. *Enter a single assignment for a nine weeks (see directions above).*
3. *For that assignment, enter the desired nine weeks score.*